



Peace Corps - Philippines

The United States Peace Corps program in the Philippines seeks qualified candidates for the following positions for a 3-4 month Personal Services Contract

JOB OPENING:

GENERAL SERVICES ASSISTANT

(Code: GSA)

TYPE OF CONTRACT:

**Personal Services Contract
from July 12 – November 17, 2010**

BASIC FUNCTION OF POSITION:

The GSA provides on-going administrative and logistical support to the training program. The GSA receives guidance from and reports to the Training Coordinator.

QUALIFICATIONS:

- ☒ Holder of a professional driver's license;
- ☒ Excellent driving skills;
- ☒ High school graduate with **at least** three years driving experience;
- ☒ Basic skills in computer use (MS Word & Email)
- ☒ Proficient in English and in either Tagalog, Waray, Cebuano or Hiligaynon;
- ☒ Willing to live and work for 3-4 months in either Luzon or the Visayas;
- ☒ Hardworking, responsible, flexible and a good team player;
- ☒ Holder of an NBI Clearance;
- ☒ Physically fit to work long hours;
- ☒ Priority will be given to applicants from Leyte, Negros Oriental, Negros Occidental, Iloilo and Bataan
- ☒ Experience with Peace Corps trainings – *a plus*.

Send your application letter and resume to pstvacancy@ph.peacecorps.gov.

The closing date for applications is **May 10, 2010**. Only selected candidates will be contacted for an interview.